



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1542.7B
N889F3
16 September 1998

OPNAV INSTRUCTION 1542.7B

From: Chief of Naval Operations

Subj: AIRCREW COORDINATION TRAINING PROGRAM

Ref: (a) OPNAVINST 3710.7Q
(b) MCO P3500.14 (NOTAL)

Encl: (1) Definitions
(2) Table of ACT Curriculum Model Managers and
Instructor/ Facilitator requirements

1. Purpose. To establish policies, responsibilities and procedures for administration of the Aircrew Coordination Training (ACT) program. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1542.7A.

3. Background. In 1991, the Navy began a Research and Development effort that identified seven common behavioral skills that were related to aviation mishaps. In 1993 the Navy implemented an Interim ACT program, OPNAVINST 1542.7, designed to address these seven skills on a limited level and improve standardization. OPNAVINST 1542.7A, published in 1995, described initial Chief of Naval Operations (CNO) policy for implementation of the still-developmental Integrated ACT program. This instruction further refines that CNO policy.

4. Objective. Integrated ACT incorporates the use of specifically defined behavioral skills into all Navy/Marine Corps aviation operations. Standardized training strategies shall be used in such areas as academics, simulators and flight training. Practicing ACT principles will improve mission effectiveness and serve to prevent mishaps that would result from poor crew coordination.

5. Scope. The provisions of this instruction are applicable to all Naval Aviation communities. All personnel whose duties involve flying as an aircrew member in naval aircraft shall receive integrated ACT in accordance with the policies of this instruction and the appropriate provisions of references (a) and (b). Aircrew coordination will be an integral part of every

16 SEP 1990

flight operation and it is the responsibility of all aircrew members to evaluate ways in which lessons learned during aircrew coordination training can be incorporated into their flight operations.

6. Definitions. A glossary of terms used in this instruction is provided in enclosure (1).

7. Policy. ACT shall be conducted as outlined below:

a. The goal of ACT is to improve mission effectiveness by minimizing crew preventable errors, maximizing crew coordination and optimizing risk management. Integration of specifically defined behavioral skills throughout Naval Aviation academics, simulators and flight training shall be accomplished using task-based analyses developed by Naval Air Warfare Center (Training Systems Division), and taught by the Instructional Model Manager. This instruction establishes minimum standards for each aircraft type/model (T/M) integrated ACT program.

b. ACT is designed to acquaint aircrew members with T/M-specific aircrew coordination requirements. Initial ACT shall occur during undergraduate aviation training (UAT) and during all Fleet Replacement Squadron (FRS) training leading to T/M designation under reference (a), the Naval Aviation Training and Operational Procedures Standardization (NATOPS) Program. Recurrency training shall occur annually thereafter while in a flight billet. In those limited instances where formal FRS or equivalent training is not available, initial ACT may be completed at the squadron. Training in each of these instances shall include:

(1) ACT history

(2) Seven (7) critical skills

(3) OPNAVINST 1542.7B

(4) A T/M specific case study or scenario

(5) A flight evaluation conducted by an ACT Instructor or ACT facilitator.

c. The flight evaluation may be conducted concurrent with any operational or training flight or simulator, including NATOPS

16 SEP 1988

checkride and instrument checkride, using the practice and feedback instructional strategies. The expiration date of recurrency training will be the last day of the month the flight evaluation was completed plus 1 year. Ground training associated with the annual requalification may be completed at any time during the period between flight evaluations but must be finished before the renewal flight.

d. Personnel who perform duties as an aircrew member in more than one T/M aircraft shall receive initial ACT training in each T/M aircraft. Full recurrency training shall be completed in at least one T/M aircraft and modified recurrency training (consisting of a T/M case study or scenario and a flight evaluation) shall be completed for all other T/M aircraft.

e. Orientation and indoctrination flights. The pilot in command shall ensure that personnel embarked for orientation and indoctrination flights in accordance with reference (a) are thoroughly briefed on aircrew coordination requirements.

f. ACT Instructor training. ACT Instructor training shall be provided by the ACT Instructional Model Manager. The course of instruction includes: ACT history, the seven critical skills, ACT methodology, computer aided curriculum development, contract administration, ACT instruction and evaluation, case study and scenario development, instructional techniques, program management and administration and OPNAVINST 1542.7B.

g. ACT Facilitator training. ACT Facilitator training shall be provided by designated T/M ACT Instructors. The course of instruction shall be T/M-specific and include: ACT history, seven critical skills, OPNAVINST 1542.7B, ACT program administration, ACT instruction and evaluation techniques.

h. Documentation requirements. ACT shall be logged in the individual NATOPS Flight Personnel Training/Qualification Jacket (OPNAV 3760/32) in section III, part A on form OPNAV 3760/32E. Training shall be logged as shown in figure (1). In the example, the aviator completed initial training in the Fleet Replacement Squadron (FRS). The first year's recurrency training was conducted just prior to expiration. The next year's recurrency training was conducted early, possibly to take advantage of a scheduled Safety Stand Down period, or to prepare for a scheduled operation. The third year's recurrency training was completed under a 90-day extension upon return from deployment.

16 SEP 1998

i. Extension to expiration date. The expiration date for ACT may be extended under the following conditions:

(1) Commanding officers may grant written extension to the ACT expiration date for aircrew members which would otherwise expire during long deployments. Extensions shall not exceed 90 days after return from deployment. Note that in figure (1), the 90-day extension is recorded.

(2) Controlling Custodians may grant written extension of ACT training requirements in those cases which so merit. In each case, extension authorization shall be filed in the individuals NATOPS flight personnel training/qualification jacket.

SCHOOL/COURSE	DATES ATTENDED	PASS/FAIL	UNIT	REMARKS
SH-60 ACT initial academic	10 May 95	Pass	HS-10	
SH-60 ACT initial flight	16 Aug 95	Pass	HS-10	Expires Aug 96
SH-60 ACT recurrency academic	20 Jul 96	Pass	HS-7	
SH-60 ACT recurrency flight	05 Aug 96	Pass	HS-7	Expires Aug 97
SH-60 ACT recurrency academic	28 May 97, 30 May 97	Pass	HS-7	
SH-60 ACT recurrency flight	1 Jun 97	Pass	HS-7	Expires Jun 98
SH-60 ACT recurrency academic	15 Mar 98	Pass	HS-7	
	15 Jun 98			90-day extension granted due to deployment
SH-60 ACT recurrency flight	15 Sep 98	Pass	HS-7	Expires Sep 99

Figure 1. Sample OPNAV 3760/32E entries.

j. Failure to meet ACT requirements. Personnel who fail to meet ACT requirements without a written extension shall not serve as aircrew members. Once ACT requirements are met, or an extension is approved, aircrew member duties may be resumed.

18 SEP 1998

k. Interim ACT courses. Many Naval Aviation communities are using the Interim ACT Course and will continue to do so until delivery of an Integrated ACT Course. Documented completion of the existing Interim ACT course on an annual basis is recognized as meeting the academic requirements for ACT. A flight evaluation shall be accomplished in accordance with paragraphs 6b and 6c. Completion of this course of instruction must be logged in the NATOPS jacket as indicated in paragraph 6h. The Interim course is superseded upon receipt of an approved T/M-specific integrated program, as it is only intended to fill the void until an integrated ACT syllabus and a T/M specific annual ACT course is in place.

1. Naval Air Warfare Center Aircraft and Weapons Divisions. Due to the unique nature of the Naval Air Systems Command (NAVAIRSYSCOM) field activities with multiple service T/M aircraft, and the extensive crew coordination training involved in the test and evaluation mission, ACT requirements for these units are specified below.

(1) Initial integrated ACT will occur in aircraft where FRS attendance is required for NATOPS qualification or performance of aircrew duties.

(2) All aircrew and unmanned air vehicle (UAV) operators will complete a local introductory ACT course.

(3) Aircrew are considered ACT qualified to perform aircrew duties following completion of the ground portion of the local introductory or refresher ACT. The period of this ground qualification shall not exceed 12 months without recurrency training. The ACT flight evaluation is required for aircrew NATOPS positional qualification and may be conducted in conjunction with any flight or simulator evolution. The expiration date of recurrency training for NATOPS-qualified aircrew shall be as specified in paragraph 7c.

(4) Personnel who are NATOPS-qualified in more than one T/M aircraft shall receive full recurrency training in at least one T/M aircraft and modified recurrency training, consisting of a T/M case study or scenario and a flight evaluation, in all other T/M aircraft in which they are qualified.

(5) Upon completion of the local introductory ACT course, aircrew may perform aircrew duties in any T/M aircraft when not prohibited by other directives. The pilot in command shall

18 SEP 1998

ensure that aircrew not qualified in model are thoroughly briefed on aircrew coordination requirements.

(6) Naval Air Warfare Center (Aircraft Division) and (Weapons Division) shall each select an O-3, GS-12 or E-5 or above to serve as the ACT instructor for each respective division. Those personnel shall be required to complete the ACT instructor course at Naval Aviation Schools Command prior to designation.

(7) ACT facilitators shall be trained by the applicable division ACT instructor, or be a graduate of an ACT facilitator course provided by an ACT curriculum program manager. These facilitators may teach ACT for more than one T/M aircraft. They shall maintain close liaison with the various ACT curriculum model managers for the T/M aircraft which they instruct.

(8) The required minimum number of ACT instructors shall be determined by the commanding officer of each NAVAIRWARCEN Division.

m. Navy Flight Demonstration Squadron. Due to the unique nature of the Navy Flight Demonstration Squadron and their continual training in team coordination, their current training program will fulfill all requirements set forth in this instruction.

8. Responsibilities. The following responsibilities are general in nature. Specific guidance and standard operating procedures should be developed at each level to ensure proper implementation of this program.

a. Chief of Naval Operations (N88). Serve as approving authority, requirements officer and sponsor for all ACT programs.

b. CG Marine Corps Combat Development Command (C46). Serve as USMC representative for ACT program issues. Function as USMC ACT instructor course quota and funding coordinator.

c. Commander, Naval Air Systems Command (PMA-205). Serve as principal development activity for integrated ACT programs. Serve as T/M curriculum model manager until initial operating capability (IOC) for all new aircraft programs. Provide a copy of final accepted deliverables to the ACT instructional model manager.

16 SEP 1990

d. Naval Safety Center. Coordinate with the instructional model manager for the dissemination of aviation mishap investigation and hazard report data where aircrew coordination may have been a contributing factor in causing or averting a mishap or hazard.

e. Controlling Custodians

(1) Coordinate with Chief of Naval Aviation Training (CNATRA, code N3, to establish annual ACT instructor course quotas and funding requirements.

(2) Provide the ACT instructional model manager with quarterly ACT instructor course quota requests.

(3) Be familiar with the status of ACT curriculum model manager programs under their cognizance.

(4) Provide for revision and maintenance of initial and annual ACT programs after delivery.

f. ACT Curriculum Model Manager

(1) When appropriate, participate in contractor development of the T/M-specific integrated ACT program.

(2) Maintain and disseminate a standardized ACT training program for their respective T/M units.

(3) Provide ACT Facilitator training to fleet squadrons and contract instructors as applicable.

(4) Request via the Controlling Custodian an initial standardization assistance visit, from the ACT instructional model manager, between 18 and 24 months following integrated ACT program implementation. Subsequent assistance visits shall be accomplished at intervals not to exceed 24 months. Provide an information copy of the request to the chain of command and to COMNAVAIRSYSCOM (PMA205-3).

(5) Maintain an adequate number of designated ACT instructors to provide for qualification of ACT facilitators and to perform ACT curriculum model manager functions. Submit annual instructor training requirements to the Controlling Custodian for budgeting and quota management. The minimum numbers and types of instructors are delineated in enclosure (2).

16 SEP 1990

g. ACT Curriculum Program Manager

(1) Submit an annual ACT program management plan to the Controlling Custodian no later than 31 July for the next fiscal year. Information copies shall be forwarded to CNO(N889F3), COMNAVAIRSYSCOM (PMA-205) and the ACT instructional model manager. The plan shall contain the following:

(a) Structure for overall program implementation for the applicable T/M aircraft community as listed in enclosure (2).

(b) Structure, content, schedule and location for ACT training of FRS instructors.

(c) Structure, content, schedule and location for training of ACT facilitators (including active and reserve units).

(d) Structure, content, schedule and location for curriculum model manager standardization/assistance visits to fleet units.

(e) Projected ACT Instructor Course quota and funding requirements.

(2) Ensure that the ACT curriculum is reviewed and updated as necessary, to reflect current missions, aircraft configuration and integration of ACT behavioral skills. Forward applicable changes to the Controlling Custodian for incorporation during the revision and maintenance cycle.

(3) Provide ACT materials upon request to the instructional model manager.

h. ACT Instructional Model Manager

(1) Provide training and certification for ACT instructors.

(2) Augment the curriculum model manager Fleet Project Team, when requested, to assist in the development, implementation and maintenance of initial and recurrency ACT programs.

18 SEP 1988

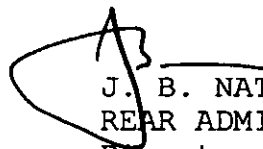
(3) Collect, maintain and disseminate ACT program instructional materials. Make these resources available to all curriculum model manager commands as a resource database for revision and update of ACT programs.

(4) Coordinate with the Naval Safety Center for the dissemination of aviation mishap investigation and hazard report data where aircrew coordination may have been a contributing factor in causing or averting a mishap or hazard.

(5) Respond to Controlling Custodian requests for standardization assistance visits to curriculum model manager commands, normally within 18 to 24 months of program implementation, or when requested. Provide copies of the assist visit results to the curriculum model manager command, to the appropriate Controlling Custodian and to COMNAVAIRSYSCOM (PMA205-3).

(6) Develop, maintain and disseminate an assist visit checklist.

i. Fleet activities. Maintain an adequate number of qualified ACT facilitators on hand to properly administer recurrency ground training and flight evaluations.


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REAR ADMIRAL, U.S. NAVY
Director, Air Warfare

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OPNAVINST 1542.7B

16 SEP 1998

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OPNAV (N88, N889, N889F, N889F3, N889J3, N095, N955)

16 SEP 1998

DEFINITIONS

1. Naval Aircraft. Any aircraft assigned to a U.S. Navy (USN), U.S. Naval Reserve (USNR), U.S. Marine Corps (USMC), or a U.S. Marine Corps Reserve (USMCR) unit.
2. Aircrew member. All aeronautically-designated personnel serving in a crew position or performing a crew function on a naval aircraft.
3. Controlling Custodian. Commander, Naval Air Force Atlantic/Pacific Fleet; Commanding General, Fleet Marine Force Atlantic/Pacific; Chief of Naval Air Training; Commander, Naval Air Reserve Force; Commander, Naval Air Systems Command; Commanding General, 4th Marine Aircraft Wing.
4. ACT Instructional Model Manager. Naval Aviation Schools Command is designated as the Navy/Marine Corps ACT instructional model manager.
5. ACT Curriculum Model Manager Command. Specific curriculum model manager commands are listed in enclosure (2).
6. ACT Curriculum Model Manager. The commanding officer of a curriculum model manager command.
7. ACT Curriculum Program Manager. An ACT instructor designated by the curriculum model manager.
8. ACT Instructor. A NATOPS-qualified O-3/E-5 or above who has successfully completed both the Naval Aviation Schools Command Instructional Model Manager's ACT Instructor Course and the curriculum model manager command's ACT facilitator course, and who has been designated by the type/model (T/M) curriculum model manager. An ACT Instructor is qualified to train ACT facilitators.
9. ACT Facilitator. A graduate of the ACT facilitator course provided by the ACT curriculum program manager for the applicable T/M aircraft. Facilitators shall be trained by an ACT instructor and designated by the unit commanding officer to conduct ACT initial and recurrency training. The curriculum model manager shall establish minimum experience level requirements.
10. ACT Integrated Syllabus. A T/M specific syllabus in which the ACT behavioral skills are integrated throughout the academic, simulator and flight syllabi using the instructional strategies of information, demonstration, practice and feedback.

16 SEP 1998

11. ACT Instructional Strategies. The training strategies identified for aircrew coordination behavioral skills are: information, demonstration, practice and feedback.

a. Information is used to provide knowledge regarding definitions and application of aircrew coordination behavioral skills during flight operations. Examples of information materials include classroom lectures, case study seminars and videotaped aircrew experiences.

b. Demonstration is used to provide aircrew with examples of how aircrew coordination behavioral skills are applied to flight operations. Examples of demonstration materials include videotaped aircrew experiences, role play exercises and scripted simulator and flight events.

c. Practice is used to provide aircrew with opportunities to use aircrew coordination behavioral skills in relevant flight settings. Practice materials include scripted simulator and flight events designed to allow the use of aircrew coordination skills.

d. Feedback is the use of observation and evaluation techniques to provide a relevant review of the event to the crewmember and comment on individual proficiency at specific behavioral skills. Feedback materials include video cameras mounted in the simulator to permit playback of the simulator event, and simulator/flight event grade sheets containing specific coordination skills with specific evaluation criteria.

12. Seven Critical Skills

a. Decision Making (DM). The ability to choose a course of action using logical and sound judgment based on available information. Effective decision making requires:

- (1) Assessing the situation.
- (2) Verifying information.
- (3) Identifying solutions.
- (4) Anticipating decision consequences.
- (5) Making the decision.
- (6) Telling others of the decision and rationale.
- (7) Evaluating the decision.

16 SEP 1998

b. Assertiveness (AS). An individual's willingness to actively participate, state and maintain a position, until convinced by the facts that other options are better. Assertiveness is respectful and professional, used to resolve problems appropriately, and to improve mission effectiveness and safety.

c. Mission Analysis (MA). The ability to develop short term, long term, and contingency plans and to coordinate allocate, and monitor crew and aircraft resources. Effective planning leads to flight conduct that removes uncertainty, increases mission effectiveness, and enhances safety.

d. Communication (CM). The ability to clearly and accurately send and acknowledge information, instructions, or commands, and provide useful feedback. Effective communication is vital to ensure that all crew members understand aircraft and mission status.

e. Leadership (LD). The ability to direct and coordinate the activities of other crew members or wingmen, and to encourage the crew to work together as a team. Two types of leadership are:

(1) Designated Leadership - Leadership by authority, crew position, rank, or title. This is the normal mode of leadership.

(2) Functional leadership - Leadership by knowledge or expertise. Functional leadership is temporary and allows the most qualified individual to take charge of the situation.

f. Adaptability/Flexibility (AF). The ability to alter a course of action based on new information, maintain constructive behavior under pressure, and adapt to internal and external environment changes. The success of a mission depends upon the crew's ability to alter behavior and dynamically manage crew resources to meet situational demands.

g. Situational Awareness (SA). The degree of accuracy by which one's perception of the current environment mirrors reality. Maintaining a high level of situational awareness will better prepare crews to respond to unexpected situations.

16 SEP 1998

ACT CURRICULUM MODEL MANAGERS/INSTRUCTORS

1. Specific ACT curriculum model managers and ACT instructor requirements for each naval aircraft are listed below. This table lists for each type/model of naval aircraft the corresponding curriculum model manager command and the associated Controlling Custodian. The last column indicates both the minimum number and type of ACT instructors that must be trained and designated at the curriculum model manager command in order to train fleet ACT facilitators and the minimum number and type of facilitators that must be trained and designated at each Naval Aviation activity flying the type/model of aircraft indicated.

T/M AIRCRAFT	CURRICULUM MODEL MANAGER COMMAND	CONTROLLING CUSTODIAN	MINIMUM NUMBER/ TYPE INSTRUCTOR*
AH-1	HMT-303	FMFPAC	1P
AV-8	VMAT-203	FMFLANT	1P
C-12	VRC-30	COMNAVAIRPAC	1P, 1EAC
KC-130	VMGRT-253	FMFLANT	1P, 1N, 1FE, 1LM
C-130	COMFLELOGSUPPWING	COMNAVAIRESFOR	1P, 1FE, 1LM
LC-130	VXE-6	COMNAVAIRPAC	1P, 1N, 1FE, 1LM
C-9/C-20/T-39	COMFLELOGSUPPWING	COMNAVAIRESFOR	1P, 1CC, 1LM
E-2	VAW-120	COMNAVAIRLANT	1P, 1N
C-2	VAW-120	COMNAVAIRLANT	1P, 1LM
E-6/TC-18F	NAVAL TRAINING SUPPORT UNIT	COMNAVAIRPAC	1P, 1FE, 1ACO, 1RO, 1IFT, 1N, 1RM
EA-6B	VAQ-129	COMNAVAIRPAC	1P, 1N
S-3	VS-41	COMNAVAIRPAC	1P, 1N, 1EAC
ES-3	VS-41	COMNAVAIRPAC	1P, 1N, 1EAC
F-5	VFC-13	COMNAVAIRESFOR	1P
F-14	VF-101	COMNAVAIRLANT	1P, 1N
F/A-18A/C	VFA-125	COMNAVAIRPAC	1P
F/A-18D	VMFAT-101	FMFPAC	1P, 1N
F/A-18E/F	PMA-205	COMNAVAIRSYSCOM	1P, 1N
H-1	HMT-303	FMFPAC	1P, 1EAC

Enclosure (2)

OPNAVINST 1542.7B
18 SEP 1988

T/M AIRCRAFT	CURRICULUM MODEL MANAGER COMMAND	CONTROLLING CUSTODIAN	MINIMUM NUMBER/ TYPE INSTRUCTOR*
H-2	COMHELWINGRES	COMNAVAIRESFOR	1P, 1EAC
H-3	HC-2	COMNAVAIRLANT	1P, 1EAC
H-46D	HC-3	COMNAVAIRPAC	1P, 1EAC
H-46E	HMT-204	FMFLANT	1P, 1EAC
H-53D	HMT-301	FMFPAC	1P, 1EAC
CH-53E	HMT-302	FMFLANT	1P, 1EAC
MH-53E	AWSTS	COMNAVAIRLANT	1P, 1EAC
H-60B	HSL-41	COMNAVAIRPAC	1P, 1EAC
H-60F/H	HS-10	COMNAVAIRPAC	1P, 1EAC
H-60H	COMHELWINGRES	COMNAVAIRESFOR	1P, 1EAC
NFO-B	TRAWING 6	CNATRA	1P, 1N
NFO-J	TRAWING 6	CNATRA	1P, 1N
P-3	VP-30	COMNAVAIRLANT	1P, 1N, 1EAC
EP-3J	VP-66	COMNAVAIRESFOR	1P, 1N, 1EAC
EP-3R	VQ-1	COMNAVAIRPAC	1P, 1N, 1EAC
T-2	TRAWING 1	CNATRA	1P
T-34	TRAWING 5	CNATRA	1P
T-44	TRAWING 4	CNATRA	1P
T-45	TRAWING 2	CNATRA	1P
TA-4	TRAWING 1	CNATRA	1P
TH-57	TRAWING 5	CNATRA	1P
UAV	VC-6	COMNAVAIRLANT	1MC, 1IP, 1EP, 1PO
VH-3/VH-60	HMX-1	COMNAVAIRSYSCOM	1P, 1EAC
CH-60	PMA-205	COMNAVAIRSYSCOM	1P, 1EAC
MV-22	HMX (MOTT)	COMNAVAIRSYSCOM	1P, 1EAC

16 SEP 1990

* Legend:

P - Pilot
N - NFO
EAC - Enlisted Aircrew
ACO - Airborne Comm. Officer
FE - Flight Engineer
LM - Load Master
CC - Crew Chief
IFT - In-Flight Technician
RM - Radioman
RO - Reel Operator
MC - Mission Commander
IP - Internal Pilot
EP - External Pilot
PO - Payload Operator